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1972

MEMORANDUM FOR: CS Division and Staff Chiefs

SUBJECT : Visit of Spouses to Headquarters Building

1. In consideration of the favorable response last year to the visit to the Headquarters Building and briefing for spouses of employees, the Director has approved a similar program for this year. Each Directorate will conduct its own program, with the CS scheduled for 25 November 1972.

2. The Program will begin with the assembly of all participants in the Main Auditorium by 10:30 A.M. The DDP will welcome the group and provide a briefing of general interest. The 40 minute film "Need to Know", which presents an interesting overview of Agency activity, will then be shown. Inasmuch as this film was shown to visitors last year, attendance will be optional and time has been scheduled between the conclusion of the remarks by the DDP and the beginning of the film to permit departure from the Auditorium of those who have already seen the film.

3. After leaving the Auditorium employees and spouses may enter the main building and tour the various points of interest which are designated for visiting. These include the following:

- Cuban Missile Exhibit (D Corridor, 1st floor)
- Library (1 E 41)
- Communications Center (1 B 21)
- OCS Computer Center (GC 03)
- Credit Union (1 J 33)
- EAA Store (no sales) (1J37)
- Intelligence Medals Exhibit (E Corridor, 1st floor)
- Rendezvous Room (no meal service)
- Cafeterias (meal service in North only)
- Office of Medical Services (1 D 40)

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4. Additionally, in contrast to last year, arrangements have been made for visits by spouses to the offices of employees. However, visits are not authorized to those offices located in specially restricted areas or to offices occupied by one or more employees at work.

5. The following considerations should be observed by all participants:

a. Employees will accompany their spouses throughout the visit.

b. No temporary badges or tickets will be issued. Entrance of spouses to the Auditorium and Headquarters areas will be based on display of the accompanying employee's badge.

c. Participants may enter and leave the Headquarters grounds through Gate #1 (Route 123) or Gate #3 (Parkway). Gate #3 will close at 1330 hours.

d. Parking will be permitted in the Visitors Parking Lot near the Main Entrance and in unreserved spaces in North and the other parking lots.

e. No employees under nonofficial cover will participate. All other employees are personally responsible for determining whether their particular cover situation permits attendance.

f. There will be a medical officer on duty in the Office of Medical Services for assistance in the event of any medical emergency.

6. Any questions concerning the program for November 25, 1972 should be directed to [redacted], Office of the Chief, Operational Services, extension [redacted]

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Chief, Operational Services

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